

SECRET

DDP-4
Disposition

14 JUL 1961

MEMORANDUM FOR: Chief, Records Integration Division
THROUGH : DDP Records Management Officer
SUBJECT : Retirement of Non-Indexed CS Documents to the
Agency Records Center
REFERENCE : Memorandum Number RID-61/72 same subject

1. Careful consideration has been given to your proposal in reference memorandum. I regret that we cannot at this time adopt your proposal, because to do so would require more manpower than is available at the Records Center.

2. In order to help you in your objective to retire inactive non-indexed records, we have searched for alternative methods. The only solution we can suggest is that you maintain the necessary controls and retire this non-indexed material in volume the same as all other inactive records are retired. We are available to assist you in any way possible to carry out this alternate proposal.

3. I appreciate the efforts you and members of your staff have made in moving inactive records out of active files and office space. Please let me know if there is anything I can do to assist you in any way.

Records Administration Officer

Distribution:

Original and 1 - Addressee

✓ 1 - RMS Files

DDS/RAS/ARC:

smb (14 July 1961)

SECRET

Memorandum for: Chief, Records Integration Div
Through DDIP Records Mgt Officer
Subject: Retirement of Non-Indexed CS Documents
to the Agency Records Center
Ref: memorandum number RFD-61/72 same
subject.

1. Careful consideration has been given to your proposal in reference memorandum. A Records Center can only be operated economically by processing records in volume and not on an individual document integrating basis. Therefore we can not at this time adopt your proposal, because to do so would require more manpower than is available at the Records Center.
2. In order to help you in your objective to retire inactive non-indexed records, we have searched for alternative methods by which this can be accomplished.

The only solution we can suggest is that you maintain the necessary controls and retire this non-indexed material in volume ^{the same} as all other inactive records are retired.

3. ~~The Chief, Agency Archives & Records Center~~ ^{We are} available to assist you in any way possible to carry out this alternate proposal. Please let me know if there is anything we can do to assist you in any way.

We are appreciative of the efforts you and ^{member} your staff have made in moving inactive records out of active files and office space.

Followup- 6/12/61

See [redacted]

STAT

1. Discussed with [redacted] 6/2/61

STAT

2. See [redacted] 6/12

STAT

at Kay's office

3. Discussed with [redacted]
4. Discussed with office on 6/20/61

STAT

1: No! DDP Food Space + Retain
Material -
Result - Requirement for more food
space at Helix plus moving
down generally on
Belmont's Retirement

(Medical - Personnel)

2: Retire IN Bulk - 30-40 Cu Ft lots -
+ DDP Retain Controls -
Result
No additional Man-power from
required by the Belmont Center
Suggest Accumulation of
10 cu ft. + then to R.C.

3: Accept DDP Proposal - Receive
material daily as prepared and
DDP furnish the manpower to
do the work - This would mean
2 people - 1 on transfer - detail or
any other arrangement

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INTERNAL

CONFIDENTIAL

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Chief, RID

NO.

RID-61/72

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DDP/RMO
2010-L

1 June 1

Guy

2.

3.

Chief, Records Mgt. Staff
604 1016 16th St.

6/2/61

7/74

RP

To 3: LHM: We deeply appreciate
your past assistance to RID.
Mike

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

FORM 1 DEC 56

610

USE PREVIOUS EDITIONS

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Approved For Release 2009/01/16 : CIA-RDP70-00211R000800300059-5

RID-61/72

MEMORANDUM FOR: Chief, Records Management Staff

THROUGH: DDP/Records Management Officer

SUBJECT: Retirement of Non-Indexed CS Documents to the
Agency Records Center


1. Since 1959 RID has conducted a separation review project in the central files of the Clandestine Services. Our objective has been to remove inactive non-indexed CS documents for retirement to the Agency Records Center. A total of 1,070 boxes have been transferred, (Job Numbers 60-327, 61-1, and 61-418) and it is estimated that the number of boxes will reach 1,230 when the initial review project is completed in September 1961.

2. A survey made in November 1960 indicated there were 3.9 requests per week for files or documents in this group of records, based on a total of 957 boxes. From these figures it can readily be seen how the facilities and services of the Agency Records Center are now being used to the advantage of the DDP with regard to this particular group of files.

3. It is desired that future costly projects to separate non-indexed CS documents from active file folders be prevented. The solution to this problem appears to rest with the ability of the Agency Records Center to integrate frequent shipments of non-indexed CS documents, preferably daily, within the basic folders already retired. The volume of documents to be interfiled would approximate 1,200 per week.

4. Besides capturing much needed space in our central files the proposed system would greatly simplify the recovery of files or documents requested from the Records Center. It would eliminate the need to maintain detailed control records from which various job numbers and box numbers would have to be cited to reconstitute a requested file.

5. Your early consideration and reply to this proposal would be appreciated.


Chief, RID

25X1